TAG Assist

Manual

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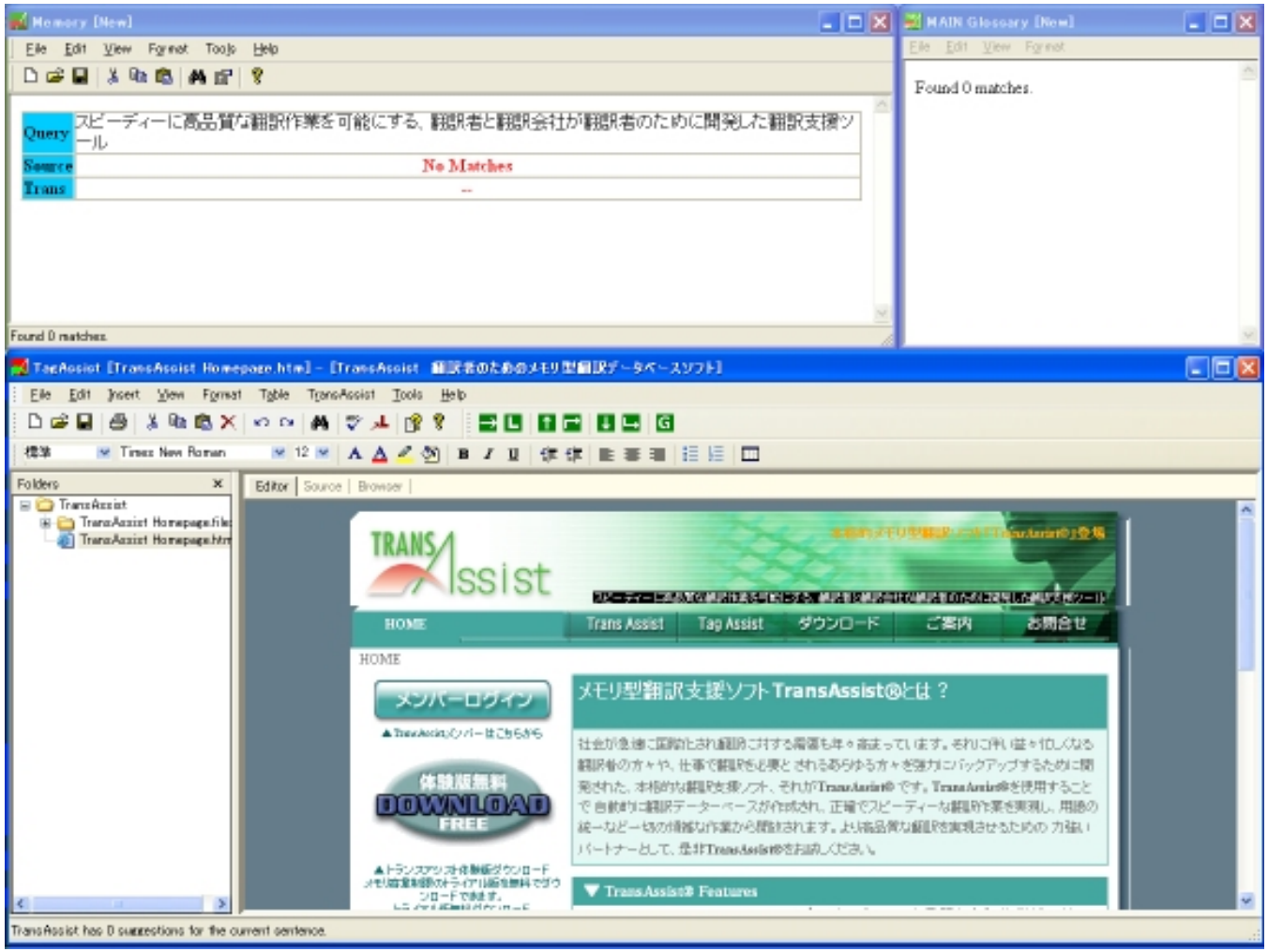
1. Overview

TagAssist is a fully featured HTML editor designed for use with the TransAssist translation memory tool. TagAssist will help you translate HTML files with more speed and accuracy. Whether you are an HTML expert or a novice, TagAssist will help you to produce polished translations of HTML content. The ability to deliver translations as HTML files instead of plain text or the like will please your clients and make your translations look more professional.



1.1 Features

TagAssist will make translating HTML, XML, CSS, text, and many other types of document faster and easier. Whether you are an HTML novice or a pro, TagAssist can help make translating tagged documents more pain, error, and curse-free.

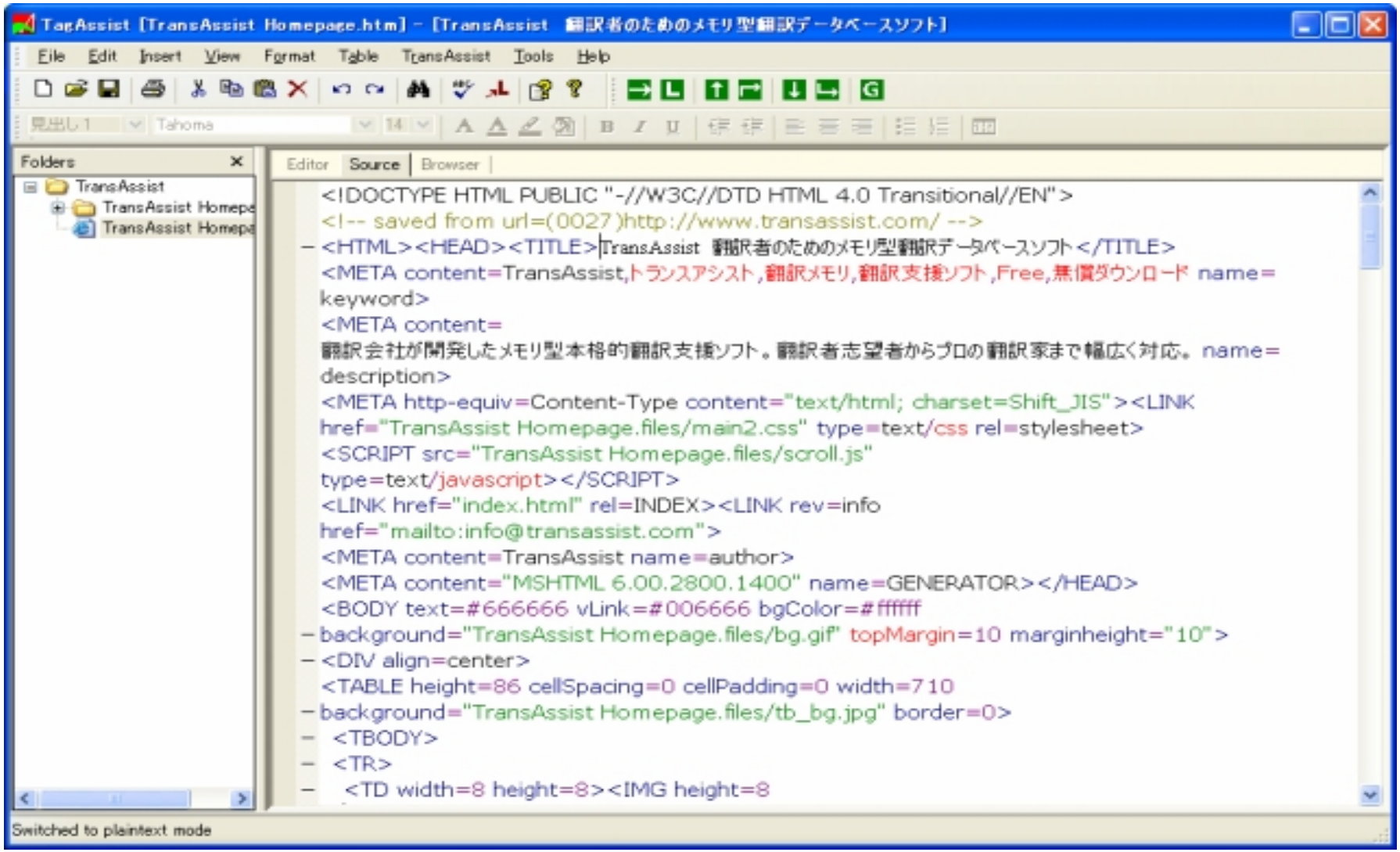
Use TagAssist to translate HTML, text, and other types of tagged documents, and save your translations in a translation memory. The memories you create using TagAssist are fully compatible with any other interface supporting TransAssist, including the interfaces for popular programs like Microsoft® Word, Excel, and PowerPoint, and vice-versa.

Features include:

- **What you see is what you get (WYSIWYG) editor**
- **Fully featured text editor with syntax coloring, folding, and more**
- **Complete interface to TransAssist**
- **Unicode support**
- **Autocomplete for words in glossary**

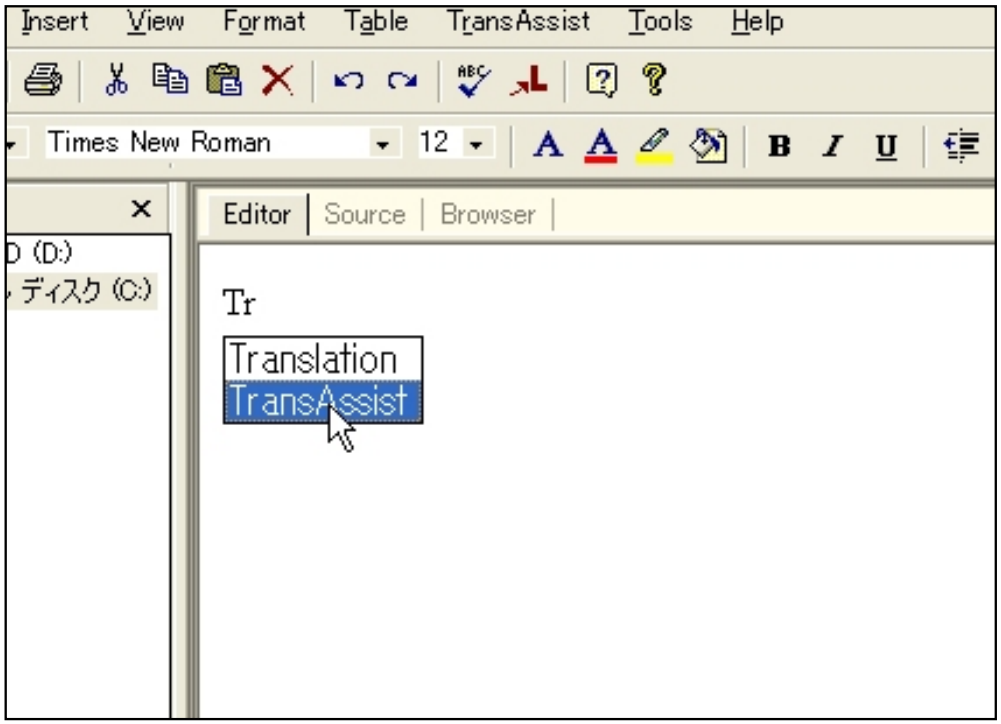
1.2 The User Interface

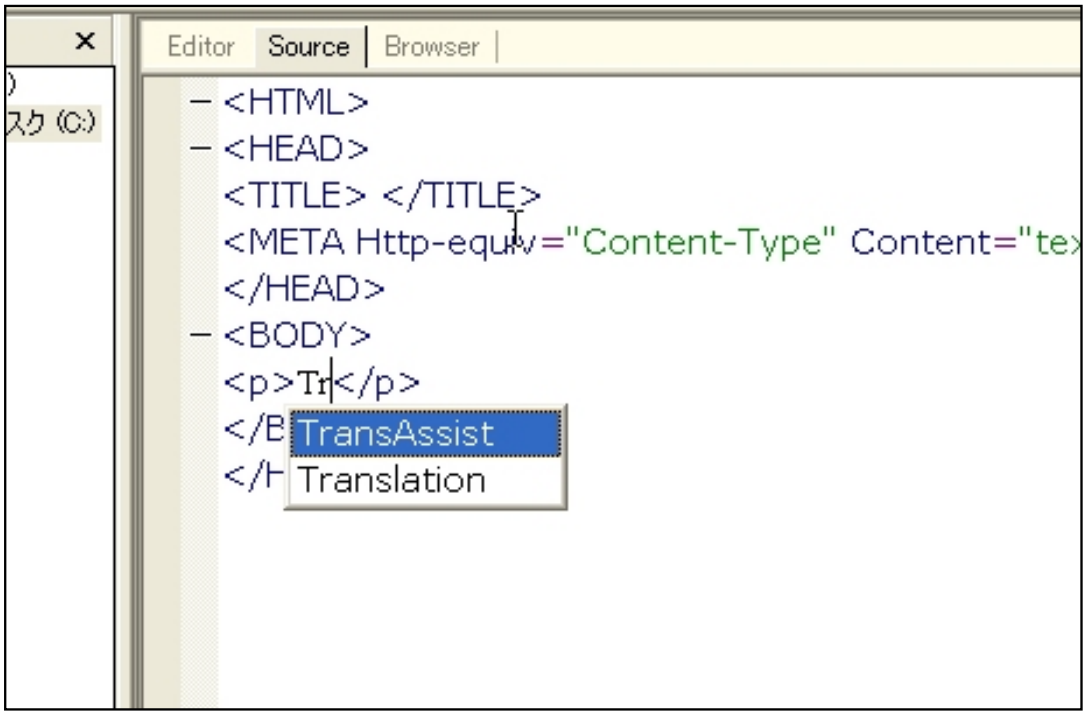
TagAssist features a what-you-see-is-what-you-get (WYSIWYG) editor that lets you edit and author HTML text in much the same way as you would in Microsoft® Word, as well as a plain-text editor that lets you work directly with the HTML code for greater control and power of expression:



A host of menu and toolbar commands and keyboard shortcuts assist you in navigating and formatting your text. The user interface is also highly customizable: Hide or show the toolbar and status bar, and rearrange the menu bar and toolbar according to your preferences.

An Autocomplete feature offers suggestions to complete your current word from glossary matches for the current query. This speeds typing, improves consistency, and saves time looking to the glossary window and back to the current sentence.





TagAssist is also fully bilingual. A simple menu command or keyboard shortcut instantly toggles the user interface between English and Japanese.

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2. Getting Started

2.1 System Requirements

Minimum System Requirements

- Windows 95* or higher
- Internet Explorer 5.5 or higher
- 64 MB RAM (128 recommended for Windows XP)

Recommended System Requirements

- Windows 98*/Me*/2000/XP
- Internet Explorer 5.0 or higher
- 64 MB RAM

* The non-unicode version of the program supports Windows® 9x (the non-unicode version still uses unicode internally).

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2.2 Installation

If you are installing TagAssist together with TransAssist as part of the Assistant Suite, there is no need to install TagAssist separately. It will be installed as part of the package.

If you are installing TagAssist separately, simply double click on the TagAssist Setup.exe icon, and follow the on-screen instructions.

2.3 Uninstallation

If you installed TagAssist is together with TransAssist as part of the Assistant Suite, there is no need to uninstall it separately. TagAssist will be uninstalled when you uninstall the Assistant Suite.

If you installed the software separately, then to uninstall it, follow the instructions below.

1. From the Start menu, select Control Panel.
2. Double click on the Add/Remove Programs or Add or Remove Programs icon.
3. Select "TagAssist," then click Add/Remove or Change/Remove.
4. The uninstall program launches. Follow the on-screen instructions to complete the uninstallation.

3. Editing Documents

[3.1 The Editor View](#)
Provides what-you-see-is-what-you-get (WYSIWYG) editing capabilities for HTML files.

[3.2 The Source View](#)
A view featuring syntax coloring, text folding, and other features to facilitate the editing process

[3.3 The Browser View](#)
A browser view to check your translations as they will actually display in your version of Internet Explorer (including checking for broken links, etc.).

[3.4 The Tree View](#)
A view of the file structure to facilitate editing multiple files, and mirroring Websites on your hard drive.

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3.1 The Editor View

The Editor View provides a what-you-see-is-what-you-get (WYSIWYG) style editor that allows you to edit HTML text much like you w ould edit a document in popular word-processing programs.

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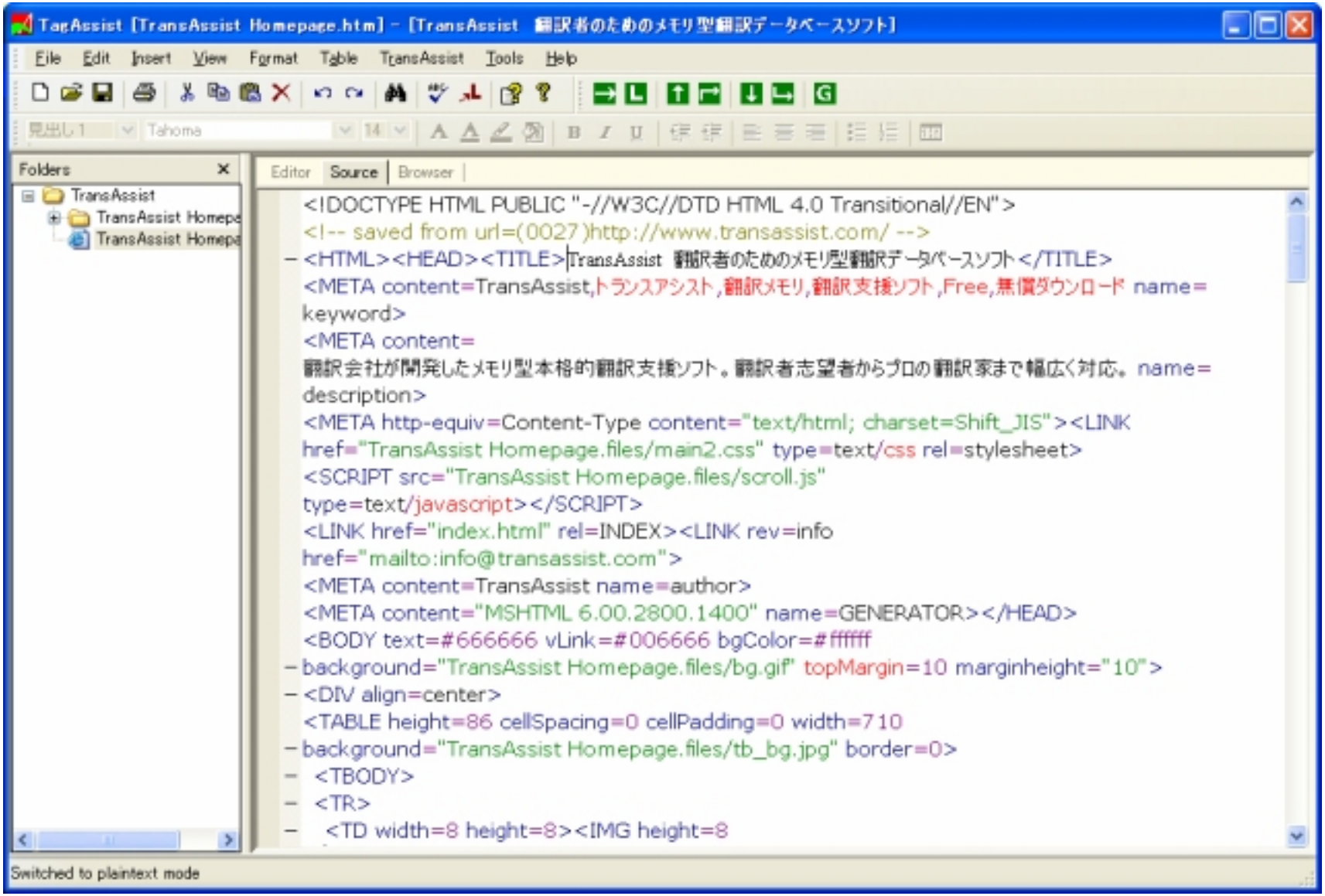
3.2 The Source View

The Source View is a text editor that allows you to edit HTML source code, as well as XML files, cascading style sheets (CSS) files, and many other types of text format. Syntax coloring, folding, and other features facilitate the editing process.



In addition to HTML files, the Source view is capable of displaying and editing XML, CSS, and text files, as well as source code in a wide variety of programming languages, including C/C++, Perl, Java, and Visual Basic (including VBScript).

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3.3 The Browser View

The browser view shows HTML and other file types exactly how they appear in your computer's version of Internet Explorer. Use this view to check the appearance of your files, test links, and the like.

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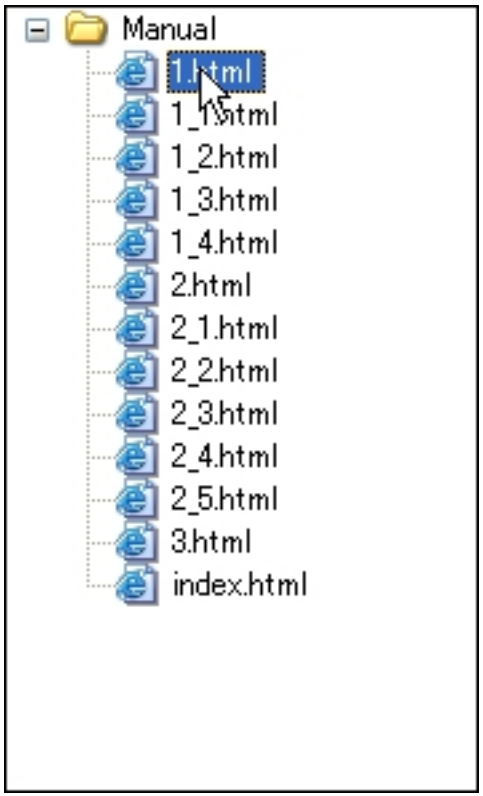
3.4 The Directory Tree

Quite often, a Website translation project will involve translating multiple files in one or more directories. The tree view gives you a visual presentation of your folder structure, making navigating through multiple files much easier and more intuitive.



When you launch TagAssist, the root of the tree is set to a view of all drives on your computer. You can also specify a root directory yourself (e.g. the root directory of the project you are working on). Do do so, from the File menu, select Select Directory. You can also select a recently specified directory by selecting File >> Recent Directories.

Right clicking on a folder or file brings up a context menu that allows you to insert and delete files and folders, set a folder to the root of the tree, and more. You can also temporarily set a folder to a virtual drive. This is useful if you are mirroring a Website on your hard disk, and need for the base urls (e.g. something like "\img\logo.gif") to refer to this directory.

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4. Using the Interface

This section describes the various parts of the interface, and how to use them.

[4.1 Look up a Sentence](#)
Look up a segment in your TransAssist memory and glossaries. You can select the next segment automatically, or select a segment to look up yourself.

[4.2 Navigate through the Matches](#)
When there is more than one match, navigate through them until you find the best match.

[4.3 Register a Translation](#)
Register a translation for the current query.

[4.4 Register a Glossary Entry](#)
Register the current selection as the translation for a glossary entry (the current query becomes the source).

[4.5 Delete a Translation](#)
Delete the current translation displayed in TransAssist.

[4.6 Get a Translation from Memory](#)
Retrieve a translation from TransAssist, and automatically insert it at the cursor position.

[4.7 Get a Glossary Entry](#)
Retrieve a glossary entry from TransAssist, and automatically insert it at the cursor position.

[4.8 Auto Translate](#)
Automatically translate the document until a fuzzy (non-perfect) match is reached.

[4.9 Review Your Translation](#)
Review your translation, checking the source sentences for each translation sentence, and revising as necessary.

[4.10 Save the Memory](#)
Save your translation memory and glossary files. TransAssist will prompt you for a file name and location if the memory or glossary is new.

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4.1 Look up a sentence

Look up a segment in your TransAssist memory and glossaries. You can select the next segment automatically, or select a segment to look up yourself.

Select and look up the next sentence

Toolbar button	
Menu command	Lookup Next
Keyboard shortcut	ALT + →

Place the cursor at the beginning of the text you wish to look up, then run the command using one of the methods above. The next segment of text is automatically selected, and sent to TransAssist as a query. If TransAssist is not currently running, it will be launched automatically.

Look up the current selection

Toolbar button	
Menu command	Lookup
Keyboard shortcut	ALT + L

Select the text you wish to look up, then run the command using one of the methods above. The current selection is automatically sent to TransAssist as a query. If TransAssist is not currently running, it will be launched automatically.

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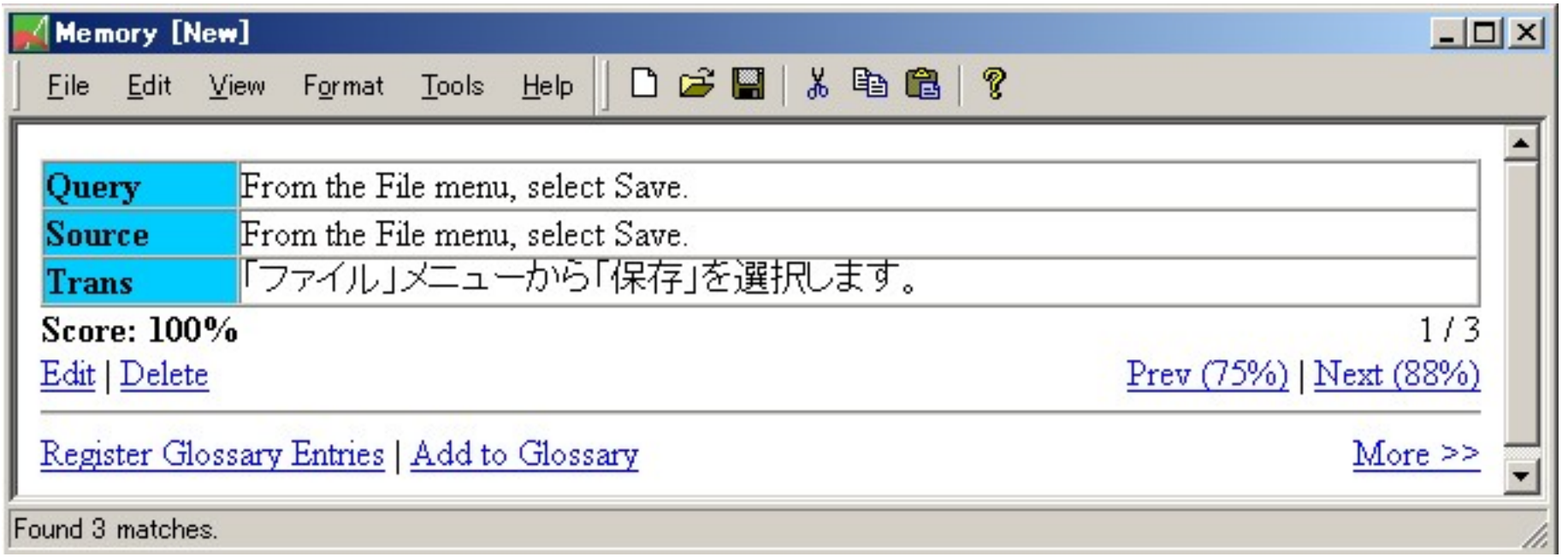
4.2 Navigate through the Matches

Sometimes when you look up a sentence in your memory, TransAssist will have more than one suggestion. The number of suggestions, and the number of the current suggestion, will be shown at the bottom right of the suggestion:



In this example, the first of three suggestions (1/3) is being shown.

View the next translation match

Toolbar button	None
Menu command	Next Translation
Keyboard shortcut	ALT + N

To view the next suggestion, click on Next in the Memory window, or from TagAssist, press Alt + N.
Hint: The score for the next translation (in this example 88%) is shown next to the Next link.

View the previous translation match

Toolbar button	None
Menu command	Previous Translation
Keyboard shortcut	ALT + P

To view the previous suggestion, click on Prev in the Memory window, or from TagAssist, press Alt + P.
Hint: The score for the previous translation (in this example 75%) is shown next to the Prev link.

Matches will cycle: If you press Next while on the last suggestion, the first suggestion will be shown; likewise, pressing Prev while on the first suggestion will show the last suggestion.

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4.3 Register a translation

Register a translation for the current query.

Register a translation, and look up the next sentence

Toolbar button	
Menu command	Set And Next
Keyboard shortcut	ALT + S

Place the cursor at the end of your translation, then run the command using one of the methods shown above. The text of your translation is automatically selected, and registered in TransAssist as the translation for the current query. If you have already selected a segment of text, that will be registered. TagAssist then looks up the next sentence, and sends it to TransAssist as a query.

Note that there must be an active query in TransAssist in order to use this function.

Register a translation

Toolbar button	
Menu command	Set
Keyboard shortcut	ALT + ↑

Place the cursor at the end of your translation, then run the command using one of the methods shown above. The text of your translation is automatically selected, and registered in TransAssist as the translation for the current query. If you have already selected a segment of text, that will be registered.

Note that there must be an active query in TransAssist in order to use this function.

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4.4 Register a Glossary Entry

Register the current selection as the translation for a glossary entry (the current query becomes the source).

Toolbar button	None
Menu command	Add to Glossary
Keyboard shortcut	Ctrl + G

While a query is shown in the Memory window (see 4.1 Look up a Sentence), select the glossary entry translation, and press Ctl + G . A new glossary entry is registered, with the current query as the source, and the current selection as the translation.

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4.5 Delete a Translation

Delete the translation currently displayed in TransAssist .

Toolbar button	**None**
Menu command	**Delete Current Match**
Keyboard shortcut	**Alt + D**

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4.6 Get a Translation from Memory

Look up a segment in your TransAssist memory and glossaries. You can select the next segment automatically, or select a segment to look up yourself.

Get the translation, and look up the next sentence

Toolbar button	
Menu command	Get And Next
Keyboard shortcut	ALT + G

When you run this command, the current translation displayed in TransAssist is automatically retrieved, and entered at the cursor position. TagAssist then looks up the next sentence automatically, and sends it to TransAssist as a query.

Get the translation

Toolbar button	
Menu command	Get
Keyboard shortcut	ALT + ↓

When you run this command, the current translation displayed in TransAssist is automatically retrieved, and entered at the cursor position.

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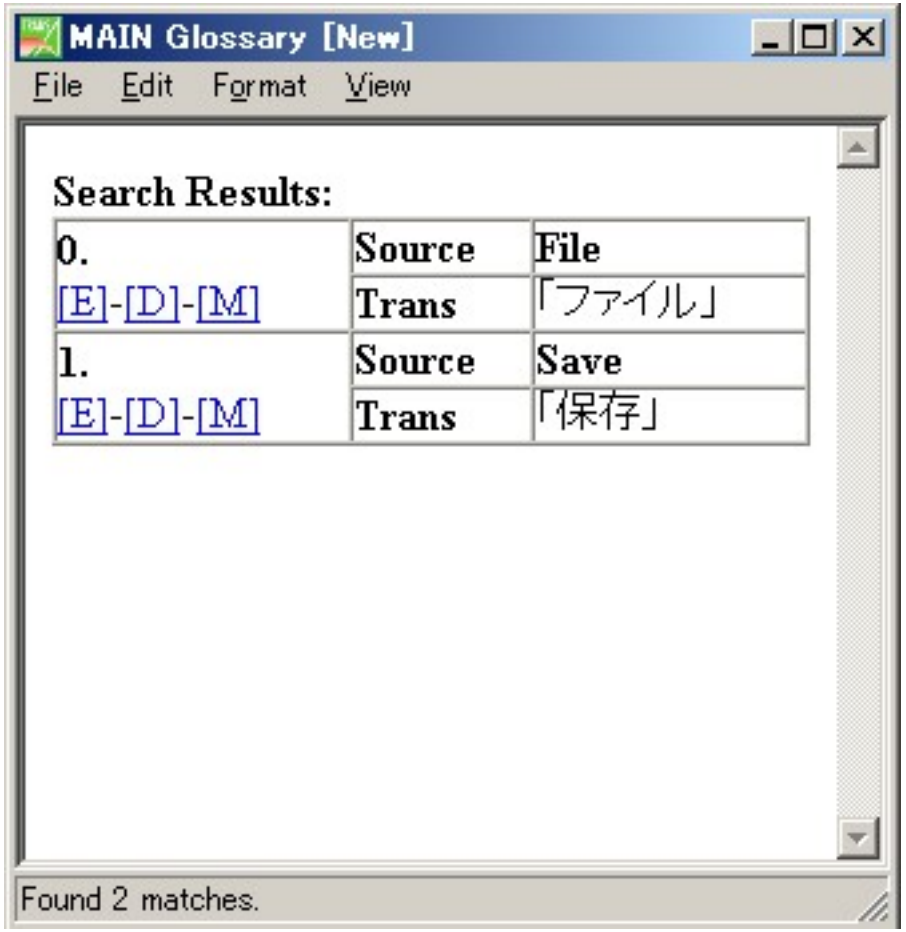
4.7 Get a glossary entry

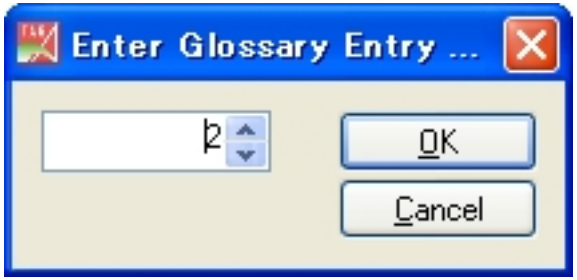
Retrieve a glossary entry from TransAssist, and automatically insert it at the cursor position.

Every time you look up a sentence in the memory, the sentence is also searched for matches in all open glossaries. Any matches are displayed in the corresponding Glossary window. Using the glossary for technical terms helps you keep your translations consistent, saves you typing, and saves time looking up paper or electronic reference materials.



Toolbar button	
Menu command	**Get Glossary Entry... >> Select Entry Num...**
Keyboard shortcut	**Alt + M**

When you run this command using one of the methods shown above, a dialog box appears, prompting you to enter a glossary entry number.



Enter the index of the glossary entry you desire, then click OK (or press Enter). The specified glossary translation is inserted into the TagAssist document at the cursor position.

You can also specify matches 0 to 9 in the Main Glossary window via hot keys. Press Alt + {N}, where {N} is a number between 0 and 9, to retrieve that glossary entry. Alternately, select TransAssist >> Get Glossary Entry >> Entry 0 to 9.

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4.8 Auto Translate

Automatically translate the document until a fuzzy (non-perfect) match is reached.

Toolbar button	None
Menu command	Translate to Fuz zy
Keyboard shortcut	ALT + Z

Place the cursor at the beginning of the text you wish to translate, then run the command using one of the methods above. TagAssist automatically replaces each segment of text with its translation from memory, until it finds a fuzzy (non-perfect) match.

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4.9 Review Your Translation

Look up a translation segment in your TransAssist memory. You can select the next segment automatically, or select a segment to look up yourself. If needed, you can also revise the translation from TagAssist.

Look up a translation in memory

Toolbar button	None
Menu command	Look up Current Translation
Keyboard shortcut	CTL + ALT + K

The currently selected translation text is sent to TransAssist as a query.

Select the next translation, and look it up in memory

Toolbar button	None
Menu command	Look up Next Translation
Keyboard shortcut	CTL + ALT + →

Place the cursor at the beginning of the translation you wish to look up, then run the command using one of the methods above. The next segment of text is automatically selected, and sent to TransAssist as a query.

Correct a translation

Toolbar button	None
Menu command	Correct Translation (B)
Keyboard shortcut	CTL + ALT + ↑

After you look up the translation in memory (see the methods above), correct it as needed, then place the cursor at the end of the revised translation. Next, run this command using one of the methods above. The translation currently displayed in TransAssist for the query is replaced with your revised translation.

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4.10 Save the Memory

Save your translation memory and glossary files. TransAssist will prompt you for a file name and location if the memory or glossary is new.

Toolbar button	
Menu command	**Save Memory**
Keyboard shortcut	**Ctrl + M**

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5. The Menus

5.1 The File Menu

New	Ctrl + N	Creates a new document.
Open	Ctrl + 0	Opens an existing document.
Save	Ctrl + S	Saves the current document.
Save As...		Saves the current document with a new name.
Select Directory		Selects a root directory for the tree view.
Recent Directories		A list of recent directories (for tree view).
Print	Ctrl + P	Prints the current document.
Recent Documents		A list of recent documents.
Exit		Exits the application.

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5.2 The Edit Menu

Undo	Ctrl + Z	Undoes the last action.
Redo	Ctrl + Y	Redoes the last undone action.
Cut	Ctrl + X	Deletes the current selection, and places it in the clipboard.
Copy	Ctrl + C	Copies the current selection into the clipboard.
Paste	Ctrl + V	Pastes the clipboard contents at the current selection point.
Select All	Ctrl + A	Selects the entire document.
Find	Ctrl + F	Calls up the Find Text dialog.
Replace	Ctrl + H	Calls up the Replace Text dialog.
Auto Complete	Ctrl + Space	Calls up the Auto Complete window.

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5.3 The Insert Menu

Image...	Calls up the Insert Image dialog. Be aware that the editor will convert the paths to any images you insert into the absolute path. If you want to use the relative path, you will have to edit the links in the Source view.
Symbol...	Calls up the Insert Symbol dialog. Enter the HTML symbolic name or unicode number, without the leading ampersand (&) or trailing semicolon (;). For instance, entering "beta" will input "β," and entering "#128" will input "€."
Hyperlink...	Calls up the Insert Hyperlink dialog.
Tag...	Calls up the Insert Tag dialog. The current selection is wrapped in the tag you specify. The use of attributes is also supported (e.g. [a href="home.html"] will wrap the current selection in the code SELECTION TEXT).
Charset Declaration	Inserts a character set declaration in your document. This is often necessary when translating, as you will often need to change the character set of an HTML page to suit the new language. A charset declaration like the following is inserted into the document at the cursor position: <meta http-equiv ="Content-Type" content="text/html; charset=utf-8"> Note that this command is only available in the Source view. The declaration should be inserted into the HEAD portion of the document.

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5.4 The View Menu

Toolbars		Shows or hides the various toolbars
Status Bar		Shows or hides the status bar.
Folders		Shows or hides the Folders tree view.
WYSIWYG		Sets TagAssist to the Editor view, AKA WYSIWYG (what-you-see-is-what-you-get) view.
Source		Sets TagAssist to the Source view.
Browse		Sets TagAssist to the Browser view.
Next Pane	F6	Sets TagAssist to the next tab in the editor views.
Prev Pane	Shift + F6	Sets TagAssist to the previous tab in the editor views.
Show Glyphs		Shows or hides glyphs indicating tag positions. This is useful if you wish to avoid overwriting HTML tags as you edit.

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5.5 The Format Menu

Font	Calls up the Font dialog, where you can set the face, bold/italic, size, underline, and color of the current text selection.
Ordered List	Creates an ordered list at at insertion point.
Unordered List	Creates an unordered list at at insertion point.

Background Color...	Sets the background color for the document.
Character Encoding...	Sets the charset for the document. You must also change the field in the plaintext editor. You can do so automatically by using the Insert >> Charset Declaration command .

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5.6 The Table Menu

Insert	
Table	Insert a table into the document.
Row	Insert a row into a table at the cursor position.
Column	Insert a column into a table at the cursor position.
Cell	Insert a cell into a table at the cursor position.
Delete	
Row	Delete the selected table row(s).
Column	Delete the selected table column(s).
Cell	Delete the selected tablecell(s).
Merge Cells	Merge the selected table cells.
Split Cell	Split the selected table cell.

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5.7 The TransAssist Menu

Translate to Fuzzy	Alt + Z	Automatically translate the document until a fuzzy match is reached. See 4.8 Auto Translate for details.

Lookup Current Selection	Alt + L	Looks up the current selection. See 4.1 Look up a Sentence for details.
Lookup Next Sentence	Alt + RARR	Selects and looks up the next sentence. See 4.1 Look up a Sentence for details.
Extend Lookup	Alt + RARR	Extends the current lookup selection until the next end-of-segment marker (e.g. period, carriage return, table cell boundary, et c.).
Concordance	Alt + C	Looks up concordance for the current selection.

Set Current Translation	Alt + UARR	Registers the current selection/segment as the translation for the current query. See 4.3 Register a Translation for details.
Set and Next	Alt + S	Registers the current translation, and looks up the next sentence. See 4.3 Register a Translation for details.

Add to Glo ssary	Ctrl + G	Adds a new glossary entry, with the current selection as the translation and the current query as the source. See 4.4 Register a Glossary Entry for details.
Get Current Translation	Alt + DARR	Retrieves the translation of the current selection in TransAssist. See 4.6 Get a Translation from Memory for details.
Get and Next	Alt + G	Retrieves the current translation, and looks up the next sentence. See 4.6 Get a Translation from Memory for details.
Next Translation	Alt + N	Shows the next suggestion in the translation memory. See 4.2 Navigate through the Matches for details.
Previous Translation	Alt + P	Shows the previous suggestion in the translation memory. See 4.2 Navigate through the Matches for details.
Get Glossary Entry... >>		
Entry 0	Alt + 0	Retrieves glossary entry 0. See 4.7 Get a Glossary Entry for details.
Entry 1	Alt + 1	Retrieves glossary entry 1. See 4.7 Get a Glossary Entry for details.
Entry 2	Alt + 2	Retrieves glossary entry 2. See 4.7 Get a Glossary Entry for details.
Entry 3	Alt + 3	Retrieves glossary entry 3. See 4.7 Get a Glossary Entry for details.
Entry 4	Alt + 4	Retrieves glossary entry 4. See 4.7 Get a Glossary Entry for details.
Entry 5	Alt + 5	Retrieves glossary entry 5. See 4.7 Get a Glossary Entry for details.
Entry 6	Alt + 6	Retrieves glossary entry 6. See 4.7 Get a Glossary Entry for details.
Entry 7	Alt + 7	Retrieves glossary entry 7. See 4.7 Get a Glossary Entry for details.
Entry 8	Alt + 8	Retrieves glossary entry 8. See 4.7 Get a Glossary Entry for details.
Entry 9	Alt + 9	Retrieves glossary entry 9. See 4.7 Get a Glossary Entry for details.
Select Entry Num...	Alt + M	Calls up the Enter Glossary Number dialog. See 4.7 Get a Glossary Entry for details.
Lookup Current Translation	Ctl + Alt + K	Looks up the current translation in memory. See 4.9 Review Your Translation for details.
Lookup Next Translation	Ctl + Alt + RARR	Selects and looks up the next sentence. See 4.9 Review Your Translation for details.
Extend Translation Lookup	Ctl + Alt + X	Extends the current translation selection until the next end-of-segment marker (e.g. period, carriage return, table cell boundar y, etc.).
Translation Concordance	Alt + C	Looks up concordance for the currently selected translation string.
Correct Translation (B)	Ctl + Alt + UARR	Looks up concordance for the currently selected translation string.
Save the Memory	Ctrl + M	Saves the translation memory and glossaries in TransAssistSee 4.10 Save the Memory for details.
Delete Current Match	Alt + D	Deletes the current translation in TransAssist See 4.5 Delete a Translation for details. .

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5.8 The Tools Menu

UI to Japanese/English	Ctrl + L	Converts the UI to Japanese or English, depending on the current UI language.
Spell Check Document	F7	Check the spelling of the current document, starting from the cursor position. At present, only English is supported.

5.9 The Help Menu

About TagAssist...		View version and copyright information for TagAssist.
Display Help	F1	Displays this help file in a separate browser window.

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